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|  | **Shobith**Al Qusais , Dubai, UAEEmail : shobith.343806@2freemail.com C/o- Mobil No: +971503718643 |

**In pursuit of challenging and enriching all level of assignments in Purchasing Operations, Logistics, Procurement with an organisation of high repute.**

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| **Profile Summary**  |

* A performance driven professional with over 6 years of experience in Logistics, purchasing operations, warehouse management, Import and Export operations, vendor management, accounting and sales management.
* Skilled in Managing Logistics (Sea, Road and Air)
* Well experience in processing and preparing Letter of Credit.
* Pivotal in assuring cost effective logistic operations and seamless materials movement to ascertain sufficient inventory level at each sales outlet.
* An effective communicator and negotiator with strong analytical, problem solving and organizational abilities.

**Core Knowledge and Skills:**

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| * EXIM operations
* Supply Chain Management
* Logistics
* Vendor Management
* Documentation
* Team Management
* Account Management
 | * MS office Proficient – Word, Excel and Power Point
* Excellent written and verbal communication skills in English
* Mid-Level speaking skill in Arabic
* Inventory Maintenance
* Good Negotiator
* Sales Management
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| **Professional Experience**  |

**June 2015 – December 2016 : Purchasing and Logistics Coordinator**

**Arabian Business Machines Co Kuwait**

(Authorized dealer of Toshiba, Benq, Brother, Diplomat Safe, Kardex etc.)

* Preparing and Processing Letter of Credit.
* Prepared purchase orders, solicited quote proposals and suggested course of action for procurement of requisitions for materials and services
* Communicated and advised General Manager of purchasing options and to gain approvals
* Handling more than 15 shipments in a month from various parts of the world
* Confirmed day-to-day purchase orders. Prepared daily Material Demand reports and open Purchase Order reports.
* Manage selected vendor relationships and vendor selection
* Coordination and monitoring of logistic processes.

**September 2012 – June 2015: Purchasing Officier**

**AL KULAIB GROUP FOR MECHANICAL & ELECTRICAL WORKS CO.W.L.L. Kuwait**

* Prepare and process requisitions and purchase orders for services, supplies and equipment.
* Preparing and Processing Letter of Credit.
* Daily Monitoring stock requirement for sales department.
* To make sure there is no shortage of stock for our sales department.
* Communicate with vendors to gain reasonable prices while assisting them with more concrete contract business ( win/ win outcome)
* Assist with vendor review/audits to ensure compliance with contracts and ensure overall vendor satisfaction
* Review, negotiate, and administer contracts (non-disclosure, licensing, distribution, reseller, and purchasing agreements) both domestically and internationally.
* Review vendor invoices to confirm pricing, terms and conditions, work with vendors and A/P to ensure invoices are accurate, paid on time.

**June 2010 – August 2012:Sales Executive**

**Tutor vista Private Limited Company. Bangalore, India**

* Presented and sold company products and services to present and potential clients.
* Attained sales goals and objectives through the key performance indicators (KPI’s).
* Training new joined candidate before they hit the floor.
* Managed all administrative aspects of the role in a timely manner .
* Identified, focused and developed growth plans.
* Solicit existing and new customers for business opportunities.

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| **Education / Qualification** |

**Master in Business administration in Marketing -** Indira Gandhi National Open University, Kuwait

Graduated: Awaiting for My Certificate

**Bachelor of Commerce** from Canara College, Mangalore University, Mangalore, India

Graduated: April 2010

**Certifications**

Post Graduate Diploma in Marketing Management– IGNOU Kuwait

Post Graduate Diploma in Management– IGNOU Kuwait

Diploma in Management – IGNOU Kuwait

**Personal Details:**

Date of Birth : 27th September 1988

Languages Known : English, Hindi, Arabic, Kannada, Tulu, Konkani and Malayalam.